

Valley Hi Women's Golf Group

BYLAWS

(Adopted September 18, 2018)

ARTICLE I

Name

The name of this organization shall be the VALLEY HI WOMEN'S GOLF GROUP (VHWGG), a member club of the Women's Golf Association of Northern California (WGANC).

ARTICLE II

Objectives

The objectives of the VHWGG are:

- A. To promote good fellowship among its members and to foster and further the game of golf.
- B. To conduct tournaments within the group.
- C. To cooperate with other groups in furthering tournament competition in accordance with the Bylaws of the Women's Golf Association of Northern California (WGANC) and the United States Golf Association (USGA) Rules of Golf.

ARTICLE III

Membership

Section 1. Any woman member, spouse, or domestic partner of a member who is entitled to the privileges of a golf membership at Valley Hi Country Club (VHCC) is eligible for a membership in VHWGG.

Section 2.

- A. Membership applicants must have an established USGA Handicap Index that translates to a handicap of 36 or less at VHCC (green tees).
- B. A member will belong to only one organized Valley Hi women's golf group.
- C. Each member will have one (1) vote.

Section 3. A "member" is a woman who meets the membership requirements specified in Article III, Sections 1 and 2 and pays the current membership dues and handicapping fees.

ARTICLE IV

Elections

Section 1. The Nominating Committee will consist of six (6) members: the three (3) Members-at-Large and three (3) other members of the current Board of Directors appointed by the Captain.

Section 2. At least two (2) weeks prior to the September General Meeting, the Nominating Committee will prepare and post a slate of one or more candidates for each Officer position.

Section 3. A member may nominate a candidate for an Officer position by submitting the name in writing to the Nominating Committee at least seven (7) days prior to the September General Meeting.

Section 4. The slate of Officer candidates and any additional nominees will be presented to the membership at the September General Meeting at which time the election will take place.

ARTICLE V

Officers and Their Duties

Section 1. Officers

The Officers will consist of a Captain, Co-Captain, Secretary, Treasurer, and three (3) Members-at-Large. Each will serve for one year (1) year from January 1 through December 31.

Section 2. Duties of the Captain

- A. Preside at all meetings. If both the Captain and Co-Captain are absent from any meeting, the Captain will appoint another officer to preside over the meeting.
- B. Appoint all committee chairs and coordinators.
- C. Enforce the Bylaws and Standing Rules.
- D. Call meetings as may be necessary.
- E. Write articles for the VHCC newsletter.
- F. Represent the VHWGG in meetings of the VHCC and WGANC.
- G. Have general supervision over the activities of the members.
- H. Serve as an ex-officio member of all committees.

Section 3. Duties of the Co-Captain

- A. In the absence of the Captain, the Co-Captain will preside at all meetings and otherwise perform the duties of the Captain.
- B. Organize and host monthly Guest Days.
- C. Prepare and publish the annual Membership Roster and calendar.

Section 4. Duties of the Secretary

- A. Prepare, distribute, post, and maintain the minutes of all meetings of the Board of Directors and General Membership.
- B. Compile and maintain a list of all motions passed by the Board of Directors and General Membership.
- C. Respond to and initiate correspondence as may be necessary.
- D. Perform such other duties as may be required.

Section 5. Duties of the Treasurer

- A. Collect all monies due.
- B. Keep accurate current accounts showing the financial condition of the VHWGG.

- C. Deposit all monies into the VHWGG bank account and disburse funds as budgeted or approved by the Board of Directors.
- D. In consultation with the Captain, Co-Captain, and the Finance and Auditing Chair, prepare the proposed annual budget for review by the Board and approval by the members.
- E. Present reports as may be required.
- F. Initiate VHCC Billings for payment of annual VHWGG membership dues and handicapping fees.
- G. Provide her successor with all financial records and any remaining funds in the VHWGG bank account at the close of her term in office.
- H. Facilitate the transfer of check signing authority to the incoming Captain and Treasurer.

Section 6. Members-at-Large and Duties

- A. There are three (3) Members-at-Large, one representing each of the following handicap groups: 0-24, 25-30, 31 and over.
- B. The Members-at-Large will represent the members of their handicap group at the board meetings and as members of the Nominating Committee.
- C. They will be responsible for updating the trophies and photos for the Club Championship, Handicap, Ladybug Invitational and any other Tournaments, as needed.

ARTICLE VI
Board of Directors

Section 1. Composition The Officers, as described in Article V, Section 1, and the immediate Past Captain, Tournament Chair, Handicap Chair, Rules Chair, and Finance and Auditing Chair will compose the Board of Directors, or Voting Body.

Section 2. Vacancies Any vacancy occurring on the Board of Directors will be filled by a VHWGG member appointed by the Captain with the approval of the Board of Directors. Such appointees will hold office during the unexpired term of the vacating member.

Section 3. Meetings of the Board of Directors

- A. Meetings of the Board of Directors may be called by the Captain at any time and must be called by the Captain upon request of three (3) Directors.
- B. Written notice of any motion or issue for consideration by the Board of Directors will be given to the Captain at least five (5) days before a meeting.
- C. Due notice of meetings of the Board of Directors will be given by the Captain or the Secretary.
- D. Two-thirds of the Board of Directors (8 members) will be present to constitute a quorum for the transaction of business.
- E. A member of the Board of Directors may vote by proxy.

ARTICLE VII
Meetings of the Membership

Section 1. There will be a minimum of three (3) membership meetings each year, including a meeting held in September on a date selected by the Captain for the annual Election of Officers.

Section 2. Meetings of the membership may be called at the discretion of the Captain and the Board of Directors. A special meeting must be called by the Captain within 30 days of a written request of ten (10) or more members.

Section 3. Notice of any meeting will be given by the Captain or Secretary and must be posted in the locker room and may be sent by electronic mail 15 days prior to the date of the meeting. Written notice of any motion or issue for consideration by the membership will be given to the Captain at least five (5) days before a meeting. The Captain or Secretary may post or send a meeting agenda to members by electronic mail.

Section 4. At all General Meetings, a quorum of 25 percent of the VHWGG membership must be present for the transaction of business.

Section 5. A member may vote by proxy or absentee ballot.

ARTICLE VIII
Committees

Section 1. Standing Committees The Captain will appoint chairs of the Standing Committees. The standing committees are subject to the general supervisory power of the Captain, authority of the Board of Directors, and Standing Rules.

- A. **Tournament** The Tournament Chair and her assistant(s) will be in charge of the weekly tournament and each Major Tournament (as defined in Section 3-C of the Standing Rules) which shall be organized according to the Standing Rules. For the Major Tournaments, the Tournament Committee will also include the Handicap and Rules Chairs. Tournament Committee members and assistants may be appointed by the Tournament Chair with the approval of the Captain.
- B. **Handicap** The Handicap Chair will be in charge of the handicaps in accordance with the USGA Handicap System Manual. For Major Tournaments, she will be a member of the Tournament Committee. Handicap Committee members may be appointed by the Handicap Chair with the approval of the Captain.
- C. **Rules** The Rules Chair, Tournament Chair, and Handicap Chair will serve as the Rules Committee. They shall be responsible for settling any and all disputes concerning Rules of Play in accordance with the USGA Rules of Golf. The Rules Chair will post changes in rules for the information of the members, and review rules at regular meetings. For Major Tournaments as defined in Section 3-C of the Standing Rules, she will be a member of the Tournament Committee.

- D. **Finance and Auditing** The Finance and Auditing Committee will be composed of the Finance and Auditing Chair, Treasurer and Captain. The Finance and Auditing Chair will preside over the meetings of this Committee. The Finance and Auditing Committee will formulate budgets, develop plans, and make suggestions for the successful financial operation of the Group. The Finance and Auditing Chair will audit the VHWGG financial documents semi-annually and audit the financial records of invitational tournaments upon close of each tournament. She shall present a written report of each audit to the Board of Directors.

Section 2. Other Committees and Appointed Positions The Captain will appoint such committees and members to be responsible for duties as may be considered necessary. These committees and appointees are subject to the general supervisory power of the Captain, authority of the Board of Directors, and Standing Rules.

- A. **Invitational and Annual Tournament Chairs** - Will establish the format, promote, and organize the following tournaments:
1. Ladybug Invitational Tournament
 2. Senior Invitational Tournament
 3. Goose and Gander Tournament
 4. Big Sister/Little Sister Tournament
 5. Harvest Tournament
 6. Past Captains' Appreciation Tournament
- B. **Eclectic Chair** - The Eclectic Chair will establish the Eclectic Tournament(s) for the year, collect entry fees, prepare cards, and determine tournament winners.
- C. **Closest-to-the-Pin Chair** - The Closest-to-the-Pin Chair will manage the Closest-to-the-Pin competitions and fundraising for a board-approved charity.
- D. **Historian** – The Historian will photograph VHWGG tournaments and activities and prepare an annual scrapbook.
- E. **New Member Chair** - The New Member Chair will welcome new members and promote their interests in active participation. The immediate Past Captain will be the New Member Chair.
- F. **Niners' Liaison** - The Niners' Liaison will act as the VHWGG contact with the VHCC Niners Golf Group, including assisting with their Guest Days.
- G. **Team Play Captain** - The Team Play Captain will represent and coordinate VHWGG participation in the River Valley Area Team Play activities. The VHWGG Team Play Captain may also be required to be the regional coordinator of the River Valley Area Team Play.
- H. **Web Coordinator** - The Web Coordinator will be responsible for providing approved updates to the VHCC website.
- I. **Open Days Chair** - The Open Days Chair will promote and coordinate member participation in WGANC Open Days.

ARTICLE IX
Dues

Section 1. The dues of the VHWGG will be established by the Board of Directors for a twelve (12) month period, January 1 through December 31. These dues will be used for operating expenses as authorized by the Board of Directors and General Membership. Payment of VHWGG membership dues for the ensuing year are due November 1, and delinquent November 30. No refund of dues will be made unless requested in writing prior to January 1. *For new members only*, after June 30 the dues will be one-half (1/2) of the regular dues for the balance of the year.

Section 2. Each member will also pay the annual dues and handicapping fees related to membership.

Section 3. All dues and fees are billed and payable through the Valley Hi office.

ARTICLE X
Authority

Roberts Rules of Order Newly Revised, when not inconsistent with these Bylaws, shall govern the meetings of the VHWGG.

ARTICLE XI
Amendments

These Bylaws may be amended at any time by a majority vote at a General Meeting provided a written notice of the proposed changes has been posted in the locker room and electronically sent to the members at least fifteen (15) days prior to the meeting.